



# City of Tempe

## DEPUTY CITY CLERK

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	334	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	City Clerk	<i>Salary / Hourly Minimum:</i>	\$84,762
<i>Supervision Level:</i>	Deputy Director	<i>Salary / Hourly Maximum:</i>	\$113,859
<i>Employee Group:</i>	SMT	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified**	<i>Market Group:</i>	Deputy City Clerk
<i>Safety Sensitive / Drug Screen:</i>	No	<i>EEO4 Group:</i>	Officials and Administrators
<i>Physical:</i>	No		

*\*\*This classification is unclassified, which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.*

### REPORTING RELATIONSHIPS

Deputy City Clerk reports directly to the City Clerk or from other supervisory or management staff.

Exercises direct supervision over clerical and/or administrative staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Four (4) years of administrative or program management experience in a federal, state county or municipal clerk office setting including two (2) years of supervisory experience. Federal, State and local laws, City Codes, and regulations related to municipal elections, and records management and retention, experience is preferred.
<i>Education:</i>	Bachelors degree from an accredited college or university in business, public administration or a degree related to the core functions of this position. <i>An associate degree (or 60+ college credits) and a Municipal Clerks Certification may be substituted for the bachelor's degree requirement.</i>
<i>License / Certification:</i>	<ul style="list-style-type: none"><li>● Possession of, or required to obtain within four (4) years of hire date, a Certified Municipal Clerk certification.</li><li>● Possession of or required to obtain with six (6) months of hire date, an Arizona Notary Public license.</li></ul>

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's, mission and values. The Deputy City Clerk assists the City Clerk in planning and implementing the activities and operations of the City Clerk's Office to provide objective, accurate and responsive administration of City Council proceedings, official City records, City elections, and the City's Board and Commission program. This position will perform a variety of responsible administrative and/or paraprofessional tasks related to the support of the City Clerk's Office.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Acts in the absence of the City Clerk; represents the City Clerk at various City Council meetings, staff meetings, and City functions, as necessary.
- Participates in the development of, and oversees, the office's strategic plan, monitors work distribution, implements policies and procedures, and, reviews and evaluates work products, methods, and procedures.
- Coordinates office activities with other departments, outside agencies and organizations; prepares City Council meeting-related correspondence.
- Interacts with elected officials, City Council candidates, members of the public, City staff, and various external agencies on a variety of issues, including complex, sensitive, or confidential matters.
- Assists the City Clerk in the development and administration of the City Clerk and City Elections budget.
- Assists in the selection, training, coaching, and mentoring of staff; provides or coordinates staff training.
- Ensures timely and accurate scheduling and positioning of City departments' agenda items on various types of City Council meeting agendas. Prepares and provides public notification of City Council meeting agendas, meeting minutes, and other required documents, in accordance with the Open Meeting Law and applicable local, state, and/or federal laws.
- Attends City Council meetings, as needed, to assist with the management of meetings, including public inquiries, requests to speak, and preparation of meeting minutes.
- Provides technical assistance and training regarding procedures, specialized programs, resources, and information related to the City's electronic agenda management system.
- Prepares or supervises the preparation of meeting minutes and other documents; coordinates the publication, filing, and storage of all City Council proceedings.
- Oversees the posting and advertising of official City meetings, public hearings, and other required documents, the maintenance of affidavit of publications, lawsuits, claims, and other documents filed with the City Clerk.
- Working with the Mayor's Office, assists with the administration of the City's board and commission program by tracking appointments, reappointments, vacancies, and resignations; and, provides notifications, training, and resources to board and commission members and City staff.

- Assists the City Clerk in preparing for and conducting municipal elections in accordance with City Code, State statutes and Federal regulations. Assists with the preparation, receipt, and processing of candidate, initiative, referendum, and recall petitions and documents.
- Provides professional management level assistance to department heads by performing research on assigned issues, analyzing findings, and developing and presenting reports and recommendations.
- Provides information and research assistance to elected officials, the public, and City staff.
- Assists the City Clerk with special projects.
- Provide pro-active performance planning performance management tools.
- Performs related duties as assigned.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects (up to 40 lbs.);
- Work in a stationary position for considerable periods of time (a majority of work is performed in a typical City office environment, and is primarily sedentary);
- Operate computers, calculators, and other office machines;
- Travel to/from meetings at various locations;
- Attend evening or weekend meetings as needed.

## COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

## JOB DESCRIPTION HISTORY

*Revised Nov 2010 (Removed optional driver's license statement)*  
*Revised March 2017 (updated purpose statement, job duties, & min quals)*  
*Revised May 2019 (update education)*